

**EFFECTIVE**

Immediately Upon Receipt.

**SUBJECT**

1. ASSIST Job Types
2. New Edit
3. New/Revised Forms

**1. ASSIST Job  
Types**

RFC Item J - ASSIST Job Type Codes and Description have been updated to include:

- Child Protective Services (CPS)
  - 395 - Child Protective Services Support
  - 415 - Child Protective Services Specialist
  - 420 - Child Protective Services Supervisor
  - 525 - Child Protective Services Exceptions (central office only)
- Preventive Services for Families (PSF)
  - 275 - Preventive Services Staff

Job Type 275 allows PSF case registration/disposition or case maintenance for the:

- Family Independence Specialist (FIS)
- Family Independence Manager (FIM)
- Registration Support Staff (RSS)

***Exception:*** Case maintenance up through the initial interview process only.

**2. New Edit****32153 - CIS****CANNOT REPLACE AS UNDELIVERABLE ACCORDING TO  
CURRENT WARRANT DISPOSITION**

The CIS Operator has entered a **U** in the Release for Replacement field to create a replacement warrant as a replacement for an undeliverable warrant instead of for a stop payment request; however, the current warrant disposition does not indicate that the warrant has turned undeliverable. Please change the Release for Replace-

ment indicator to a **Y** to release an immediate replacement warrant or to a **N** if a replacement warrant is desired after recovery of funds from the stop request.

### **3. New/Revised Forms**

#### **FIA-59A, Case Transfer Notice**

The FIA-59A can now be printed in the ASSIST application through the Transfer Control - Transfer Out (2 6 4) menu path.

#### **FIA-59B, Acknowledgment of Case Transfer**

The FIA-59B can now be printed in the ASSIST application through the Transfer Control - Transfer In (2 6 7) menu path.

#### **FIA-193, Reassignment Letter**

The FIA-193 is a new form that may be used to notify customers of their new Specialist and can be printed from the Transfer Control - Transfer In (2 6 7) menu path in the ASSIST application.

#### **FIA-197, The Relative Home Study Outline**

The FIA-197 has been revised to read: "If there is a criminal history or a history of abuse/neglect, describe the length of time since the offense and any services that have been provided to rectify the problem(s) and that now make it safe for the child to be placed within the home." The form is being released on the FIA-Net in September 2001.

#### **FIA-265, Shortened Benefits Period Notice**

#### **FIA-266, Food Stamp Simplified Reporting Requirements**

The FIA-265 and FIA-266 forms are to be given to food stamp groups that qualify for simplified reporting. Provide the FIA-266 at application, redetermination and when the group is assigned to simplified reporting. The FIA-265 is only used when the group's certification period is shortened. These forms are available on MS Word or LOA2.

#### **FIA-3720, Automated Social Services Information (ASSIST) and Support System Enrollment**

Instructions for the current version of the FIA-3720 have been added.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Added Items ...**

**RFF 59A  
RFF 59B  
RFF 193  
RFF 265  
RFF 266  
RFF 3720**

**Changed Items ...**

**RFC J  
RFC P  
RFE 30000  
RFF 197**